

# Human Resource Development Policy



Sikarin Public Company Limited

## Human Resource Development Policy

### Defining the training curriculum

1. Determine the training course based on the problems in the past year's work to analyze the current situation of the organization and what areas need to be solved or improved.
2. Determining the training course based on the requirements or from the laws and regulations that arise so that employees within the organization can adhere to and comply with it.
3. Formulate training courses based on various strategies of the organization to meet the Company's policies and guide the Company's internal practices to grow steadily.

### Defining the training curriculum

The criteria for choosing a training method include date, time, location, cost, training objectives, training targets, training duration, evaluation and certification of training results. Then, the details of the training are considered in conjunction with the policies and needs of the organization and the objectives of the training. In the case of sending personnel for training outside the agency, the agency providing training services must be considered whether it must be in line with the training requirements and appropriate in various details.

### Training Evaluation and Follow-up

To verify that the training has achieved the objectives of the organization and the trainees. The information used in the evaluation is the details of the requirements and training plan, as well as the records obtained from the training. The evaluation must take into account the criteria in the details of the training plan and collect data and prepare a report. The details in the report should include training requirements, , details of the training, evaluation, criteria, data analysis and interpretation, conclusion ,suggestions for improvement and solutions to different problems that arise.

1. Short-term training evaluation is an evaluation immediately or after the end of the training using the information received from the trainees about the training method, knowledge and skills acquired from the training.
2. Long-term training evaluation is an evaluation after the trainees have performed their work for a certain period, based on the effectiveness of the work and the performance that occurred.

This Human Resource Development Policy is 2nd revision and is effective from 11 January 2024 onwards, according to the resolution of the Board of Directors at the 1/2024 meeting on 10 January 2024

A handwritten signature in blue ink, consisting of a long horizontal stroke followed by a smaller, more complex mark.

Mr. Seni Chittakasem  
Chairman